GRANT BUDGET BREAKDOWN

REVENUES
- Reflect all funding sources – committed or pending
  - Fees, product sales
  - Contributions
  - Grants
  - Contracts
  - In kind
- Create balanced budget where revenues and expenses match
- If a funder requires a match – clearly illustrate how that will be met

DIRECT EXPENSES
- Program staff salaries and benefits
- In-kind – value of volunteer time
- Office/facility space
- Supplies
- Equipment
- Program-related travel
- Printing/copies

INDIRECT EXPENSES
- Overhead or administrative costs
  - Executive Director salary
  - Accounting, insurance, executive staff insurance, occupancy costs, support staff
  - Telephone
  - Equipment (connected to organization)
  - Printing and copying
  - Postage/shipping

NOTE: Not all funders pay for this explicitly but these are critical costs to implementing your program!

IN-KIND
- In-Kind Expenses (donated goods and volunteer time)
  - Illustrates full scope of program
  - Demonstrates community support
- Don’t spread yourself too thin – have back up funds in case an in-kind piece falls through
- In-Kind is shown as income (value of time/service) and expense (cost associated with project)
  ◊ How much in-kind should you reveal?
  ◊ Be aware of stacking your budget with too much in-kind and not enough cash

NARRATIVE
- Opportunity to underscore reasoning behind the numbers
- Explain your calculations to the reader
- Potential to discuss sustained funding sources
- Illustrate potential future funding streams

Note: Understand which format the funder requires - line item or full description
COMMON GRANT BUDGET ERRORS
Take a minute to look for these errors commonly reported by funders when they are reviewing grant applications.

- Different numbers listed on narrative & budget
- Revenue and expenses don't balance
- Miscalculations
- Unclear/not enough detail
- Missing income projections
- Incorrect time period

GRANT BUDGET CHECKLIST
Answer these questions about your grant budget and budget narrative before you submit the final proposal.

- Is it consistent with program plan/activities?
- Does it balance?
- Does it have narrative to explain unclear items?
- Have you included in-kind revenues and expenses?
- Have you determined/explained overhead costs?
- Is the budget realistic (can it be achieved given your program plan)?
- Has someone else reviewed it?